NWX-OS-OGC-RKVL

Moderator: Aisha Cody
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Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. At any time during the presentation to ask a question you would be able to do so via the WebEx portion. Please submit your question in the Q&A box via your WebEx. Today's conference is being recorded. If there are any objections you may disconnect at this time. I'd know like to introduce your host for today's conference Valerie Huber. Thank you, you may begin.

Valerie Huber: Thank you and good afternoon everyone. I'm Valerie Huber the acting Deputy Assistant Secretary here for the Office of Population Affairs. First of all I'd like to welcome you to the Fiscal Year 2018 Technical Assistance conference call for the Title X Clinical Training Center Cooperative Agreement. I want to share just a little bit about what we'll be doing during today's call.

First of all we're going to be providing an overview of the announcement. It's intended to familiarize any applicants with the Title X program as well as the application and the funding processes. We will not be answering questions about specific applications during this call. We also won't be entertaining any questions from the media during this Webinar. We're going to have a very limited time to address questions during this afternoon's Webinar so any

broadly applicable questions that we don't have the opportunity to respond to we will be responding to those questions in an online FAQ which will be posted to our Web site.

I want to introduce others who will be joining the Webinar today. First of all Sue Moskosky who is the Deputy Director of the Office of Population Affairs, David Johnson who's the Operations and Administrative Officer for us here at OPA and then Alice Bettencourt who is the Director of the OASH Office of Grants Management. And she'll be speaking about the administrative and budgetary requirements for this particular funding announcement. As you learned as you join today's call it is recorded. And because it's being recorded then it will also be available on the OPA Web site. Just as a reminder all applications are due on June 19 and they must be submitted by 6:00 pm Eastern Time. Letters of intent while nonbinding are due on June 4 of this year.

I'd like to discuss the Title X programmatic policy issues that will hopefully assist you with completing your competitive application for the Title X Clinical Training Center Cooperative Agreement. As we go through today's Webinar it would really be helpful if you have a copy of your 2018 funding announcement in front of you so that you can refer to it during our call. If you don't have it already in front of you, you can locate that documented grants.gov and just search for the CFDA number 93.260. You can also access the announcement on the OPA Web site.

The slides you're looking at right now just gives an overview of the HHS organizational structure. And the Title X Family Planning Program is located within the office – or within the US Department of Health and Human Services. Our Secretary is Alex Azar. And then within HHS the Office of the Assistant Secretary for Health or known as OASH around here oversees a

number of core public health offices. And the Assistant Secretary for Health is Admiral Brett Giroir. Within OASH the Office of Population Affairs administers the Title X program.

In addition to OPA OASH oversees a number of other offices that are noted on the slide. And you can see that we have a diverse portfolio in OASH. And it's I think one of the beautiful things about this portion of the Department of Health and Human Services. These offices are cornerstones for delivery for public health services in our nation and OPA is an important component of that. The Office of Population Affairs and the Office of Grants Management work together. And together we implement the Title X Family Planning Program. OPA is responsible for programmatic and policy issues together with oversight and projects with national scope such as the national training centers are certainly a very important part of that oversight. We also provide policy guidance so that the program is effectively managed. Alice, why don't you give a quick overview of the Office of Grants Management?

Alice Bettencourt: Thanks Valerie. Good afternoon everyone. The Office of Grants Management maintains responsibility for the administrative business and budgetary elements of the Title X Family Planning Grants. We implement grants policy including the HHS Grants Policy Statement and federal rules that are applicable to all grants and cooperative agreements. We also provide direct management and oversight throughout the life of the grant especially for things such as the budgets allowable and unallowable cost, revisions to your projects such as significant budget revisions, changes in scope and similar changes requiring prior approval. And back to you Valerie.

Valerie Huber: Thanks Alice. Well this next slide you'll see that OASH has ten regional offices. And those regional offices serve multistate areas. This slide shows the location of each of those regional offices. And it also identifies the states

within each of those regions. The regional offices are located in major cities and they're staffed by project officers who monitor grant activities, who will also conduct site visits and provide comprehensive program reviews. They also provide programmatic support as well as TA or technical assistance to the Title X service grantees. Sue I'm going to head over to you now to get into a little more.

Sue Moskosky: Thank you Valerie. And thanks everybody for joining the call this afternoon. So I'm going to talk about the Title X program first of all. And the mission of Title X is to assist individuals and couples in planning and spacing births contributing to positive birth outcomes and improved health for women, men and infants.

So the purpose of the Title X program is to ensure the family planning services are available to those individuals who want and need them. And by law priority is given to individuals from low income families. Title X programs provide a variety of educational, medical and social services to assist individuals with planning their families. And services include preventive healthcare such as cervical cancer screening, clinical breast exams, HIV and STD prevention education and testing and other services related to family planning.

So Title X regulations set out the requirements that projects that are funded under Title X must provide. And they include providing a broad range of acceptable and effective family planning methods along with education and counseling related to family planning, STD and HIV prevention either on site or by referral and basic infertility services. Additional required services include pregnancy diagnosis and counseling, physical exams that are needed to provide contraception safely and clinical procedures as indicated for method of contraception as well as related preventive health services such as

cervical and breast cancer screening as well as services for adolescents. And all services must be provided in accordance with nationally recognized standards of care.

So other key points to note are that Title X services must be voluntary, must be confidential and must be provided under the direction of a physician who has training or experience in family planning. And these are all stipulated as part of the Title X regulations and/or the statute of the law. And Title X services must be available to any person male or female regardless of their ability to pay. And as mentioned previously priority for services is to individuals from low income families.

Title X family planning service grantees deliver core family planning services to clients that include a sexual health assessment which ascertains a current risk in light of sexual history and current behavioral practices, introduction and access to tools for a personal family planning fertility and reproductive life plan which helps to inform decision making, family planning services which I've already mentioned before and also I want to stipulate that by law the broad range of services does need to include natural family planning or fertility (awareness) based methods. And the broad range of services does not include abortion as a method of family planning.

Health screenings are also part of core family planning services. And health screenings help clients achieve preconception health, STD screenings and treatments, cervical and breast cancer screening and other services that may be included like mental health assessments and risk behavior screenings. Health information education and counseling is included with an optimal health outcome as the desired goal for the client. And referral services must be available to clients from a network of formalized linkages among community partners as indicated.

The current Title X service grantee network includes 84 service grantees that provide Title X family planning services through a network of almost 4000 service sites across the 50 United States or continental United States also including the District of Columbia and six of the US territories and jurisdictions. And in 2016 and preliminarily in 2017 the data that we have show that Title X service sites provided family planning and related preventive health services to more than 4 million clients. And we hope to increase the number of people who have access to services with the recently released FY 2018 Family Planning Services FOA which is also being competed at this time.

So there are several major provisions of the Title X statute that are important to review when developing your application. So Section 1001 is the authorizing legislation for services provided under Title X by public and nonprofit entities that receive funds. Section 1003 which is the section where this particular grant will be funded and then it's the authorization to provide training to personnel working within Title X programs. We currently find a National Training Center for Family Planning or FPNTC and also a National Clinical Training Center for Family Planning which is the grant opportunity that's being competed through this FOA that we're talking about today. Section 1004 is our authorization to make grants for family planning research. Section 1005 authorizes to provide grants or contracts for information and education activities. And that's how we fund our Web site as well as our database. And then section 1008 is a section within Title X that states that none of the funds appropriated under Title X can be used in programs where abortion is a method of family planning.

So as mentioned in the previous slide Section 1003 of the Public Health Service Act authorizes the Secretary of Health and Human Services to make

awards to entities for the purpose of providing training for personnel to carry out the family planning services programs authorized under Section 1001. And OPA expects that all training and technical assistance projects that are funded under this authority will ensure that personnel working in Title X family planning service projects have the skills, knowledge and attitudes necessary to effectively manage and deliver high quality family planning services and programs within a holistic optimal health framework. And optimal health refers to the best possible outcomes for an individual's physical, emotional and social health.

So the National Clinical Training Center when funded - that will be funded and developed and operated under this announcement will have as its responsibilities for main elements, the first one being clinical skills development, then clinical protocol development, clinical skills assessment and national clinical training meetings. So for the first of these under skills - clinical skills development the Clinical Training Center will create and provide training, materials and other assistance to develop and enhance Title X family planning service provider's clinical skills. And this includes but it's not limited to improving clinician knowledge base by issuing data updates and notifying the network of advances in clinical reproductive and family planning service provisions and using a variety of training methods and learning modalities to instruct clinicians and make training and clinical support tools readily accessible to remote users via Web site, Web based platforms or other methods throughout the entirety of the project period which is the length of time that the grant would be funded.

Under Clinical Protocol Development the Clinical Training Center will provide Title X grantees, sub-recipients and clinicians with training materials and other assistance to aid them in developing clinical practice protocols. And this includes but is not limited to making training and technical assistance

available to Title X family planning service providers to aid them in modification and adaptation of existing protocols to reflect any changes and updates that are made to federal and professional medical associations, clinical recommendations and nationally recognized standards of care.

Under Clinical Skills Assessment the Clinical Training Center will provide grant directors, programs, and site managers and clinicians with methods and tools to measure the level of Title X clinical provider competency. And the Clinical Training Center will develop and implement a strategy for continuously evaluating family planning provider's level of clinical skill. This includes but is not limited to developing and implementing cost effective strategies and activities using evidence based methodologies and innovative state of the art technology to facilitate and/or conduct clinical provider assessments. They'll also evaluate assessment results annually and use the information gathered to generate topics for additional training and development of needed technical assistance as identified as part of the assessment.

Also the Clinical Training Center will conduct an in person clinical training meeting or conference in 2020 to provide current evidence based information on family planning related health issues, information on new or emerging natural standards of care, pertinent clinical topics in clinical counseling and education issues and techniques. And during the intervening year when a face to face meeting does not occur the Clinical Training Center will conduct virtual clinical training meetings or conferences to share information and education again regarding current evidence based information on family planning and related health issues, new or emerging national standards of care, pertinent clinical topics and clinical counseling and education issues and techniques. So every year there will be some sort of national clinical meeting whether it's face to face or virtually. The Clinical Training Center funded

under this announcement will ensure that all training, technical assistance and meetings and other activities are evidence based and informed, culturally and linguistically appropriate, aligned with federal and professional medical associations, published clinical recommendations, and other recognized standards of care and conceptualized within a holistic optimal health framework.

So this slide -- and I apologize -- I know it may be a little bit - the font may be a little bit small but you should be able to see it and as Valerie mentioned the slides will be available afterwards but if you look on Pages 10 and 11 of the funding announcement is shows that you'll be able to see this information more clearly. So OPA often identifies programmatic focus areas and topics of importance. And the successful applicant will address how it will incorporate these areas within the four training elements that I just mentioned.

So for at least the first year of the cooperative agreement the focus areas are number one ensuring that Title X Grant directors, clinic managers and clinical providers have the appropriate level of competency to ensure that Title X client services are coded and billed correctly in order to maximize reimbursement and cost recovery. Number two, ensuring the family planning providers have up to date information and skill to provide counseling and provision of a broad range of acceptable and effective contraceptive methods with an emphasis on building skills and proficiency with a range of long acting reversible contraceptive devices as well as fertility awareness based methods.

Number three, ensuring that Title X grantees have the necessary training and resources to respond to OPA program priorities and key issues including annual training on child abuse, child molestation, sexual abuse, rape, incest, inter-partner violence and human trafficking for Title X family planning

service providers and clinic staff. And number four, ensuring that an assessment strategy is implemented which will identify the current and future needs of the Title X clinical workforce and assess the ability of the workforce to provide culturally appropriate and competent clinical services in accordance with federal and professional medical associations, published clinical recommendations and nationally recognized standards of care.

So the following legislative mandates that are on this slide have been part of the Title X appropriations language for many, many years and were carried forward in the FY 2018 appropriations. And they state the following that none of the funds appropriated in this act may be made available to any entity under Title X of the Public Health Service Act unless the applicant for the award certifies to the Secretary of Health and Human Services that it encourages family participation and the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities. And notwithstanding any other provider of services under Title X in the Public Health Service Act shall be exempt from any state law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape or incest.

So this information is included on Pages 12 and 13 of the funding announcement as well as copies of the Title X statute regulations and legislative mandates can be downloaded from the OPA Web site. So as with any grant that's issued under Title X including the service grants but also our training grants and activities all of the activities that are funded under any of our announcements have to be in compliance with the Title X statute, the program regulations and the legislative mandates. And we want to ensure that the folks that are providing services are well-trained to know how they should address these legislative mandates.

So each year the Office of Population Affairs establishes program priorities that represent the overarching goals for the Title X program. So as indicated in the funding announcement on Pages 13 through 15 applicants should provide evidence of the capacity to address program priorities. And the FY 2018 program priorities which were also in the funding announcement for family planning services include first of all assuring innovative high quality family planning and related health services that will improve overall health, second assuring activities that promote positive family relationships for the purpose of increasing family participation in family planning and healthy decision making, third ensuring that all clients are provided services in a voluntary client centered and non-coercive manner in accordance with Title X regulation, fourth promoting provision of comprehensive primary health care services to make it easier for individuals to receive both primary health care and family planning services preferably in the same location or through nearby referral providers. Next showing compliance with all of the legislative mandates that I previously stated, assuring compliance with all the statutory requirements as stated previously and also use of OPA performance metrics to regularly conform quality assurance and quality improvement activities. So these are the program priorities for FY 2018 for both services and reiterated in the training announcement.

So key issues are in addition to program priorities these are listed on Page 15 of the FOA and these should be also considered in developing a project plan. And they include efficiency and effectiveness in program management and operations, management and in decision making and accountability for outcomes, cooperation with community based and faith based organizations and finally meaningful collaborations with sub-recipients and documented partners in order to demonstrate a seamless continuum of care for clients.

Also meaningful emphasis on education and counseling that communicates the social science research and practical application of topics related to healthy relationships to committed safe stable healthy marriage. And the benefits of avoiding sexual risk or returning to a sexually risk based status especially but not only communicating with adolescents. Activities for adolescence do not normalize sexual risk behaviors but instead clearly communicate their research informed benefits of delaying sex or returning to a sexually risk free status, emphasis on the voluntary nature of family planning services and data collection such as the Family Planning Annual Report for use in monitoring performance and improving family planning services.

So this last one in particular it's not something that we would expect the Clinical Training Center to do but there may be implications for clinical training as well. So at this point I'm going to turn it over to David Johnson who is going to start talking about the actual application itself and what you need to include in your application.

David Johnson: Thanks Sue. So the project narrative we cannot emphasize enough that the project narrative is the most important part of the application. This is what's going to be used as a primary basis to determine whether or not your project meets the minimum requirements for an award under this announcement. Please be sure to carefully read the FOA the Funding Opportunity Announcement for the full text of all full project narrative components. If you refer to Pages 22 through 27 of the FOA the description of these project narrative components will be there.

Appendices, all items in the application appendices will count toward the total page limit of your application. You must submit them as a single electronic file uploaded to the attachment sections of your grants.gov application. Again please refer to Pages 36 through 40 of the Funding Opportunity

Announcement for more information. But if you see the slide these are the things that we feel that would be included in your appendices which differ from what you would include in your project narrative. I'm now going to hand it over to Alice Bettencourt the Director of the Office of Grants Management.

Alice Bettencourt: Thanks David. I want to reiterate what Valerie mentioned at the top of our Webinar about the application due date and time which is 6:00 pm Eastern Time on June 19, 2018. Your submission time will be determined by the date and time stamp provided by grants.gov when you complete your submission. There is no grace period. We strongly encourage you to submit your application a minimum of three to five days prior to the closing date. It may take grants.gov up to 48 hours to notify you of a successful submission. If you fail to submit your application by the due date and time we will not review it and it will receive no further consideration.

Any public or private nonprofit entity located in the state which includes all 50 states, DC, Puerto Rico, Virgin Islands, Northern Marietta Islands, American Samoa, Guam, Palau, the Federated States of Micronesia and the Marshall Islands. And as a subset of that faith based organizations and American Indian Alaska Native organizations are eligible to apply. Some examples of eligible applicants within other subsets of that eligibility includes state governments, county governments, cities or towns, as I mentioned native of tribal governments, community based and faith based organizations, nonprofits that are 501(c)(3), nonprofit institutions of higher education or other nonprofit school districts or entities. An important note for training as compared to Title X services you are not required to provide cost sharing or matching in your proposed budget.

And now I'm going to talk about the role of the funding announcement. The funding announcement provides all the information and guidance related to

your application. Please be sure to read the entire funding announcement even if you're a seasoned applicant remember these change from year to year and even within the same year if you've looked at some other ones. Follow the funding announcement carefully. The information in the FOA takes precedence over any conflicting information in other documents including in this Webinar.

As Valerie mentioned you can obtain the funding announcement and application package electronically by accessing grants.gov. And find it by searching the catalog Federal Domestic Assistance Number which is 93.260. And please be sure to subscribe to the announcement in grants.gov so you receive notification of any updates to the funding announcement or the supporting documentation. OASH requires that all applications be submitted electronically via grants.gov unless an exemption has been granted. If you submit an application via any other electronic communication it will not be accepted for review.

You can access grants.gov through its Web site at www.grants.gov. An application will not be considered valid until the entire application is submitted by the date and time specified. And please be sure to contact grants.gov with any questions or concerns regarding the application process on their site. And further in the slides we have more detail and it's also published in the funding announcement with your contact information.

This is very important for those of you who may not have applied to OASH in the last couple of years applications must be submitted as three files. One file is the entire project narrative, the second file is your entire budget narrative including any supporting documentation described in the budget narrative content section and all documents in the appendices as David mentioned must be uploaded in the attachment section of your application as a single file. The

exception to this your required standard forms since those are unique electronic - individual electronic files. Those do not apply to the three file submission requirement.

Any files are uploaded to your application must be in the file formats specified. We also strongly recommend that you submit your application uploaded as an Adobe PDF. If you convert a file to the PDF prior to submission you may prevent any unintentional formatting that might occur with submission of an editable document. As some of you may know there are some glitches when you save as PDF from certain files or if you use certain features in your word processing document that could extend your page numbers. So we strongly recommend you do that in advance.

Some more tips on your application submission is being complete. Do not leave any blanks on the forms unless the information is not applicable. And very important the individual submitting the application forms must have the legal authority to act on behalf of your organization. We provide you with a link for step by step instructions for grants.gov. I encourage you to check those well in advance of submitting your application and follow those as grants.gov keeps those up to date if they have any technical changes to how you submit an application.

So this page - this slide lists your application elements that should be submitted. And it's also included at the very end of the Funding Opportunity Announcement. Please be sure that you follow the project narrative format instructions in the funding announcement. Your application will be disqualified if it does not conform to the format requirements. You must double space your project narrative you must use a 12 point font. You should use an easily readable typeface such as Times New Roman or Arial. You may single space tables or use alternate fonts but you must ensure the tables are

easy to read. For your appendices in the budget narrative you should use the same formatting specified for the project narrative. Your appendix document such as resumes may use alternate formats common to such documents. We're not asking if you have someone's resume that you change it to double-spaced Times New Roman you may submit it in the format that the person created it.

An important reminder whether you're a new organization looking to apply for the first time, or even existing grantee or seasoned applicant grants.gov will reject submissions from applicants with nonexistent or expired system for award management registrations. Actually a change that I just became aware of to this next bullet and I will make sure we update the slides that get posted to the Web site. If you are registering a new entity in SAM, renewing your existing registration or updating your existing registration you must send a notarized letter to the federal service desk. This is brand-new.

If you go to the sam.gov Web site on the homepage so please be aware that the minimum time frame to complete it online for you to enter it is about 30 minutes. The timeframe for it to become active is – have been ten days. From what I've learned this morning they are backed up because of the notarized letter requirements and its expansion to all registrations, renewals and updates. So please if you are not registered or you need to update your registration between now and the application due they get that done, send in your notarized letter.

And a reminder for those of you who have been registered that that has to be renewed each year. And then the average time for the update to take effect even if SAM activates it is 72 hours. Your application will not go through if SAM has not sent the update to grants.gov and grants.gov is aware that you have an active registration. So please I encourage you based on this requirement to get that done right away if you don't have a registration or

yours needs to be updated or renewed by the due date for this application. And then if you have not complied with these requirements we may determine that you are not qualified to receive an award and we may use that determination as a basis for making an award to another applicant. Also please note should you successfully compete and receive an award all first-year sub award recipients must have a DUNS number at the time you the recipient make a sub-award to them.

Now we'll go over funding restriction information. So funds spent if you are successful must be allowable, allocable, reasonable and a necessity - and necessary for the implementation for the project. Indirect costs may be charged to the grant in accordance with the department regulations and policy in effect at the time of the award. So please be sure as you're developing your budget for submission that your costs that you propose meet all of those requirements. And the current requirements can be found in regulations at 45 CFR Part 75.

And for your indirect cost because this is a training grant pursuant to the costs must be capped at 8% of the total direct cost. And current salary limitations - for the current salary limitation rate for any salaries charged to the grant is $189,600 effective this past January. And there is more detailed information in the funding announcement about how you calculate charging the rate to the grant. It is not the total salary it is the rate of pay.

Your budget narrative and forms the entire budget submission includes the 424A, the budget narrative itself as well as your detailed budget justification. And these must be consistent with the funding announcement itself and must reflect the proposed activities. And these do not count towards your page limitation. The budget line item description and justification requirements are explained in detail in the Funding Opportunity Announcement. And we have

also now included suggested table formats in the announcement as well. And now I'll turn it over to David to go over the application review criteria.

David Johnson: Thanks Alice. So the evaluation of criteria there's seven application review criteria. Federal staff and the independent review panel will assess all eligible applications according to these criteria. So right now what I'll do is I'll briefly go over each one but I will refer you to Pages 46 and 47 of the FOA for the exact wording that each of these criterion have.

So the first on is the degree to which the project plan adequately provides for the requirement set forth in Title X statute it's implementing regulation specifically 42 CFR Part 59205. And then as well as what has been reviewed earlier the program part and key issues as part of this Funding Opportunity Announcement. Number two, the extent to which the application provides the following methodologies one which assesses the particular training, one which defines the objectives and training program in light of the particular needs of the trainees, one which assesses the development of the training criterion - curriculum and any training materials. And then finally - oh excuse me another a method for the implementation of the needed training and then finally the provision of - and method and criteria for what trainees will be selected.

Number three, the extent to which the proposed training program incorporates federal and professional medical associations, evidence based recommendations for family planning care. This includes (unintelligible) care and linguistic appropriate standards as well as evidence of familiarity with national and professional standards of care relevant to Title X clinical service delivery. We also want to make sure that under this criterion that the applicant will be assessed by their ability to translate evidence based information and holistic optimal health frameworks into their training activities.

Number four, the capacity in which the applicant is able to make rapid and effective use of grant funding. Number five, the administration - administrative and management capability and competence of the applicant specifically related to the services that they're provided which would include how you would be demonstrating academic, clinical and teaching competence of the proposed faculty which would be providing the services. Number six, the extent to which the training program promises to fulfill the family planning services delivery needs of the area to be served including but not limited to the following areas. The development of capability within family planning services projects to provide pre and in-service training to their staff. The ability to improve family planning service delivery skills of the family planning and health services personnel.

And finally family, the expansion of family planning services particularly in rural areas through new or improved approaches to program planning deployment of resources, including those clinicians. And finally number seven, the extent to which the proposed training and technical assistance program will increase the delivery of services to people at the national level in particular to individual's couples and families of low income with a high percentage of unmet need for family planning services. So after this Alice I'm going to bring it back to you to discuss the application disqualification criteria.

Alice Bettencourt: Thanks David. So the application disqualification criteria if your application fails to meet any of these requirements as I mentioned earlier regarding date and time of submission it will be disqualified and receive no further consideration. So that's the due date and time is number one. If you successfully submit multiple applications for the same project we will only

review the last application received by the deadline. Any earlier submissions will be disqualified.

HHS OASH has to deem that your application is eligible according to the eligibility requirements. Your project narrative must be double-spaced on the equivalent of 8-1/2 by 11 page size with 1 inch margins on all sides in a font size not less than 12 points. The project narrative must not exceed 50 pages. Your total application including project narrative and appendices must not exceed 110 pages. Your federal funds including indirect cost must not exceed the maximum indicated in the award ceiling of $900,000. And your federal funds request including indirect costs cannot be below the minimum indicated in the award floor of $600,000. Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review however it may impact your application scoring under the evaluation criteria because those extra documents or files will not be forwarded to the review committee. Please be sure to follow the submission instructions very carefully.

Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in the applicable field according to criteria that David covered in the program announcement. The effective review committee process is formal and confidential. Federal staff is available for questions and to ensure the process is consistent and fair but do not participate in the discussion and scoring. Applications are also reviewed by the Office of Grants Management staff for administrative and business compliance and by the program office staff for programmatic compliance.

The funding decisions will be made by the Deputy Assistant Secretary for Population Affairs or a designee and will make the final awards decision - recommendations to the grants management officer for a risk analysis. In

making these decisions the DASPA designee will take into consideration the following additional factor which is the extent to which the project best promote the purposes of Section 1001 which is family planning services and 1003 which is family planning training of the Public Health Service Act within the limit of the funds available for these projects.

Please note we are not obligated to make any federal award as a result of this announcement. Only the grants officer can bind the federal government to the expenditure of funds. If you receive communication to negotiate an award or a request for additional or clarifying information this does not mean you will receive an award it only means that your application is still under consideration. Any – all award decisions including the level of funding if an award is made are final and you may not appeal.

As I mentioned the DASPA will forward recommendations for funding to the Grants Management Office for risk analysis. HHS will evaluate each application in that range for the risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205. So among the criteria that we may consider are an applicant's financial stability, the quality of management systems and the ability to meet the management standards prescribed in 45 CFR Part 75, a history of performance, applicants record in managing federal awards including the timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous federal awards, reports and findings from audits performed either for us or that we have available from other sources and the applicant's ability to effectively implement statutory, regulatory or other requirements imposed on nonfederal entities.

Once that process is complete the Office of Grants Management will notify successful applicants of the selection, award amount and project and budget

periods on the Notice of Award. This will also include any conditions on the award. And it will include your standard terms, reporting requirement and contact information both for the Office of Grants Management in the program office. This is very important. If we do not make an award to you because we've determined your organization does not meet either or both of the minimum qualification standards as described in 45 CFR 75.20582 we must report that determination to the government wide performance management system if certain conditions apply. At a minimum the information in the system if you were a prior federal award recipient must demonstrate a satisfactory record of executing programs and activities under federal grants, cooperative agreements or procurement awards and integrity and business ethics. This information will then be available for other organizations to review when considering you for an award.

The Office of Grants Management is an official contact should you be successful and become a grantee. All official communication relating to the grant is between the Office of Grants Management and the successful applicant. The program office will notify you if you are unsuccessful via a letter. And now I will turn it over to David for some additional summary and tips.

David Johnson: Thank you Alice. So when developing the project narrative you really - you need to be clear, complete and concise in the project description. Please follow an address exactly what is requested in the program announcement. Try not to make the reviewer search for the required information. Generally the easier the application is to review the better the score. Clearly identify the sections of application and indicate which component is being addressed throughout your submission. Pay careful attention to page limits. Remember the project narrative must include all required information within the page limit. Do not use the appendices to expand the page limit. It is a good idea to

ensure all margins are 1 inch and to upload and print out a test copy of your application prior to submitting.

In addition please make sure the goals and objectives of your project - your program work plan are SMART which is specific, measurable, achievable, realistic and time framed. Activities presented in the work plan should relate directly back to the proposed goals and objectives. And finally the program work plan, evaluation plan and budget should provide a complete picture of how the applicant will address the service areas need as well as address the purpose and expectation described in the program announcement. Staffing, applicants should ensure that staffing for the project is appropriate and reasonable for the goals, objectives and activities that are proposed. Please be sure to complete – please be sure to be complete in how you describe the experience required, what staff will do and what percentage of staff time will be assigned to the project. Applicants can include position descriptions and bio sketches for key staff in the appendices.

Budget, the budget should include adequate funds to carry out the proposed work plan as well as the evaluation and administrative responsibilities of the project. The budget should be reasonable and relate directly to the goals and objectives. Do not request more funds than are available as listed in the program announcement. This amount is inclusive of indirect cost. The operating budget should be complete and include Federal and nonfederal funds, projected program income from fees and third-party payers and other contributing funds.

Electronic submission is required. Please do not wait until the last minute to begin SAM registration. As Alice indicated it takes several days and up to potentially two weeks to register or update your registration. As well as do not

wait until the last minute to begin the electronic submission. Problems could arise and therefore delay your application submission.

For the funding opportunity inquiries there are two contacts. For programmatic questions please contact Aisha Cody. And her information is below. For administrative or financial questions please contact Robin Fuller with the Office of Grants Management. And her information is as follows as well. In addition electronic submission requirements are – is through grants.gov. If you have questions please contact their application support as indicated in this slide. Please do not contact OASH program or the Office of Grants Management staff for grants.gov issues. I'm going to turn it over to Valerie to open up question - the question and answer period.

Valerie Huber: Well thanks David. And there you have it. Thanks so much for joining today's Title X Clinical Training Center Cooperative Agreement Webinar. We do have a few minutes but not very many unfortunately and we're happy to answer any FOA related questions at this time. As was mentioned I believe earlier we ask that you submit your questions to the panelist via the chat function on the right-hand side of your screen.

Woman 1: On behalf of the Office of Population Affairs, the Office of Grants Management and OASH we'd like to thank you for joining today's Webinar. Again please submit any questions that you have using the chat or Q&A function. This Webinar will be posted on the OPA Web site. Please also register on grants.gov for updates to the Funding Opportunity Announcement. Again thank you for joining the Webinar and have a great day.

Coordinator: Thank you for joining today's conference. That does conclude the call at this time. All participants may disconnect.

END